



## **Administrative Analyst II**

The Harbor Department is seeking an Administrative Analyst II to fill an open position in the Security Division. The Security Division takes a leadership role in the development of strategies to mitigate security risks in the port complex, working closely with multiple partners, both public and private, to plan and coordinate security measures. The Administration Section is responsible for the preparation and monitoring of the Division budget, the administration of contracts, grants, and permits, and other related duties.

Under the supervision of the Manager of Grants and Administration, the Administrative Analyst will:

- Performs a variety of administrative and financial duties in accordance with City policies and procedures.
- Assists in the research and planning of federal and state homeland security grants.
- Assists in the administration, management, accounting and reporting of federal and state grants.
- Oversees tracking and inventory of grant-funded equipment; coordinates with Finance Division regarding fixed assets tracking.
- Supports management on inter-departmental and inter-agency committees.
- Applies federal, state and local regulations and statutes to procurements, contracts, and grant funded projects.
- Maintains spreadsheets, databases, and electronic records in audit ready condition.
- Tracks expenditures and provides financial reports to management.
- Coordinates with project managers, contract administrators, and other Department staff on contracts, capital projects and grants issues.
- Communicates and coordinates with federal, state and local agency grant program staff.
- Works closely with the Finance Division accounting personnel to ensure grant-related financial transactions are coded and accounted for properly.
- Utilizes FAMIS, EZFAMIS, and ADPICS financial and procurement systems.
- Prepares memos, letters, reports, charts, and presentations.
- Performs other duties as required.

### **DESIRED QUALIFICATIONS:**

- A Bachelor's degree from an accredited four-year college or university AND two years of recent full-time professional experience offering specific and substantial preparation for the duties of the position.
- Detail oriented with excellent analytical skills.
- Experience with grant, public contract, or capital project administration.
- Ability to use ADPICS and FAMIS software.
- Experience preparing Notice Inviting Bids, Requests for Proposal (RFPs) and specifications for the purchase of goods and services.
- Ability to work effectively and cooperatively in a team environment.
- Ability to exercise discretion to maintain appropriate levels of confidentiality.
- Ability to operate personal computers, including the use of the internet, spreadsheets, databases and word processing software.
- Ability to manage multiple tasks, meet deadlines and prioritize assignments.
- Knowledge of the principles and practices of sound business communication, correct English usage, including spelling, grammar and punctuation is essential.